

## DEPARTMENT OF SOCIAL DEVELOPMENT

*It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference.*

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Applicants may also email their applications to the following email addresses: For: Executive Director- [e-recruit.ED@dsd.gov.za](mailto:e-recruit.ED@dsd.gov.za)  
Chief Information Officer- [e-recruit.CIO@dsd.gov.za](mailto:e-recruit.CIO@dsd.gov.za)  
Chief Director: Legal Services – [e-recruit.LS@dsd.gov.za](mailto:e-recruit.LS@dsd.gov.za)  
Ethics Practitioner – [e-recruit.EP@dsd.gov.za](mailto:e-recruit.EP@dsd.gov.za)  
Professional Nurse – [e-recruit.PN@dsd.gov.za](mailto:e-recruit.PN@dsd.gov.za)
- FOR ATTENTION** : Ms P Sebatjane
- CLOSING DATE** : 11 April 2025
- NOTE** : Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicant must submit separate applications for each position. Short listed candidates for a post will be required to submit certified copies of qualifications and identity documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Amendment Regulations, 2023, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms P Sebatjane. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

## MANAGEMENT ECHELON

- POST 11/37** : **EXECUTIVE DIRECTOR: INSPECTORATE REF NO: A/A1/2025**  
Inspectorate for Social Assistance  
(5-Year Fixed Term Contract)
- SALARY** : R1 741 770 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful

candidate will be required to enter into a performance agreement and to sign an employment contract.

<b><u>CENTRE REQUIREMENTS</u></b>	:	HSRC Building, Pretoria
	:	A qualification at NQF Level 8 as recognized by SAQA in the field of Public Administration/ Management or Business Administration/ Management or Legal Studies or Forensic Accounting Plus a minimum of 8 years experience at senior management level. Knowledge of Social Assistance and Regulations, SASSA Act and PREECA Act. Knowledge and understanding of the Social Security Framework. Knowledge of matters related to strategic planning, risk management and monitoring and evaluation. Knowledge of Treasury Regulations. Knowledge of the Public Finance Management Act. Competencies needed: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Information and knowledge management skills. Communication (written and verbal) skills. Service delivery innovation skills. Problem solving skills. People management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Law enforcement. Investigative. Legal skills. Attributes: Good interpersonal relations. Ability to work under pressure. Innovation and creativity. Independent thinker. Ability to work in a team and independently. Adaptability. Confidentiality. Cost consciousness. Honesty, integrity and ethics. Emotional intelligence. Ability to evaluate/ analyze information. Strategic awareness. Customer service oriented and focus. Accountability. Ability to exercise appropriate judgement. Diplomacy. Independent thinking. Honesty and integrity. Assertiveness.
<b><u>DUTIES</u></b>	:	Accountable for the overall management and administration of the Inspectorate for Social Assistance. Oversee investigations of fraud, corruption and service mismanagement relating to social assistance administered by SASSA. Oversee financial audits and audits on compliance with regulatory and policy measures and instruments relating to social assistance. Oversee and manage the establishment of an effective complaints mechanism. Generally ensure the integrity of the social assistance framework and systems as envisaged in Chapter 4 of the Social Assistance Act, 2004 as amended.
<b><u>ENQUIRIES</u></b>	:	Ms B Sibeko Tel No: (012) 741-6803
<b><u>POST 11/38</u></b>	:	<b><u>CHIEF INFORMATION OFFICER REF NO: B/A1/2025</u></b> Chief Directorate: Information Technology and Related Personnel
<b><u>SALARY</u></b>	:	R1 436 022 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	HSRC Building, Pretoria
	:	A qualification at NQF Level 7 as recognized by SAQA in Computer Science, Computer Information Systems, IT Management, or Database Administration Plus five (5) years' experience at a senior management level. Knowledge of the relevant Public Service regulatory frameworks such as MISS, MIOS, POPIA, SITA ACT, Corporate Support ICT Framework etc. Knowledge of the government digital strategies. Public Finance Management Act. Treasury regulations. Competencies needed: Programme and Project management skills. People management and empowerment skills. Financial management skills. Communication (written and verbal) skills. Client orientation and customer focus. Policy development and formulation skills. Strategic capability and leadership skills. Computer literacy. Change management skills. Interpersonal skills. Knowledge Management skills. Problem solving and analysis skills. Statistical and data analysis skills. Service delivery innovation skills. Stakeholder management skills. Attributes: Pragmatism. Ability to work under pressure. Ability to bring the benefits of IT, Information System and Information Management to solve business issues while also managing costs and risk.
<b><u>DUTIES</u></b>	:	Manage the provision of information and knowledge management services. Manage the provision of information technology operations services. Manage the design and development of IT systems. Manage the departmental technology programmes and projects. Manage partnership with service providers/ or stakeholders. Manage stakeholder relations. Oversee, manage, and report on the budget, human resources, and performance of the chief directorate in line with the set regulations and prescripts.
<b><u>ENQUIRIES</u></b>	:	Ms L Oliphant Tel No: (012) 312-7654

<b><u>POST 11/39</u></b>	:	<b><u>CHIEF DIRECTOR: LEGAL SERVICES REF NO: C/A1/2025</u></b> Chief Directorate: Legal Services
<b><u>SALARY</u></b>	:	R1 436 022 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	HSRC Building, Pretoria A qualification at NQF Level 7 as recognized by SAQA in the field of Law (LLB, BPROC, BJURIS) PLUS five (5) years' experience at a senior managerial level. An admission as an Advocate/ Attorney will be added advantage. Knowledge of the relevant Public Service Legislation. Knowledge and understanding of drafting legal instruments. Knowledge and understanding of litigation management processes in government. Knowledge and understanding of interpreting statutes, Constitutional Law, Law of Evidence, Civil Procedure, Promotion of Access to Information Act. Public Finance Management Act. Treasury Regulations. Knowledge of Promotion of Administrative Justice Act, 2000. Knowledge of Protection of Personal Information Act, 2013. Competencies needed: Strategic capability and leadership skills. Policy analysis and development skills. Budget planning and monitoring skills. Service delivery innovation skills. Problem solving and change management skills. People management and empowerment skills. Client orientation and customer focus. stakeholder management skills. Presentation and facilitation skills. Operations Management skills. Programme and project management skills. Financial management skills. Communication (written and verbal) skills. Computer literacy. People management and empowerment skills. Client orientation and customer focus skills. Conflict management skills. Networking skills. Attributes: Good interpersonal relations. Ability to work under pressure. Innovation and creativity. Ability to work in a team and independently. Adaptability. Diplomacy. Independent thinking. Cost consciousness. Honesty and integrity. Assertiveness.
<b><u>DUTIES</u></b>	:	Manage legislative review and drafting processes. Provide contract and litigation management services. Provide legal advice and opinions. Oversee, manage and report on the budget, human resources and performance of the chief directorate in line with the set regulations prescripts.
<b><u>ENQUIRIES</u></b>	:	Ms L Oliphant Tel No: (012) 312 7654

**OTHER POSTS**

<b><u>POST 11/40</u></b>	:	<b><u>ETHICS PRACTITIONER REF NO: D/A1/2025</u></b> Chief Directorate: Risk, Oversight and Integrity Management
<b><u>SALARY</u></b>	:	R376 413 per annum
<b><u>CENTRE</u></b>	:	HSRC Building, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree/ National Diploma in Risk Management/ Internal Auditing/ Public Administration/ Business Management Plus 1-3 years' experience in Ethics and Integrity environment. Certified Ethics Practitioner registration with The Ethics Institute. Knowledge of the Public Service Regulatory. Knowledge of Public Service Act. Knowledge of the PFMA and Treasury Regulations. Knowledge of Ethics Management Framework. Knowledge of Strategy lifestyle audit in the Public Sector. Knowledge of King IV report. Competencies needed: Communication (written and verbal) skills. Planning, coordination and organizing skills. Problem Solving skills. Diagnostic and analytical skills. Project management skills. Computer literacy. Facilitation and presentation skills. Client orientation skills. People management skills. Fraud investigation skills. Presentation skills. Attributes: Interpersonal and liaison skills. Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Achievement orientated. Cost Consciousness. Business Ethics. Confidentiality.
<b><u>DUTIES</u></b>	:	Facilitate the implementation of Ethics and Integrity programs, policies and procedures to ensure compliance in the department. Promote and implement code of conduct in line with legislative frameworks. Conduct investigations on ethics related cases. Promote financial disclosure information within the department and maintain the database within the department. Analyse risk assessment report to identify ethics and integrity related matters. Provide the secretariat services to the ethics and integrity committee.
<b><u>ENQUIRIES</u></b>	:	Ms A Samaad Tel No: (012) 312 7373

<b><u>POST 11/41</u></b>	:	<b><u>PROFESSIONAL NURSE REF NO: D/A1/2025</u></b> Sub-Directorate: Employee Health and Wellness
<b><u>SALARY</u></b>	:	R307 473 – R434 121 per annum, (Salary will commensurate with years of experience)
<b><u>CENTRE</u></b>	:	HSRC Building, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Diploma/ Degree in nursing or equivalent certificate in occupational health. Registration with the South African Nursing Council (SANC) as a Professional Nurse. Knowledge of nursing care processes and procedures. Nursing statutes, and other relevant legal frameworks such as: Nursing Act. Knowledge of Health Act. Occupational Health and Safety Act. knowledge of Patient Rights Charter, Knowledge of Batho-Pele Principles, Public Service Regulations, Labour Relations Act. Disciplinary Code and Procedure, Grievance Procedure, etc. Knowledge of Employee health and wellness strategic framework. Knowledge of the Social Development Sector. Competencies needed: Good Communication (written and verbal) skills. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking skills. Problem solving skills. Information management skills. Knowledge management skills. Planning and organising skills. Computer literacy. Attributes: Responsiveness. Pro-activeness. Professionalism. Accuracy. Flexibility. Initiative. Cooperation. Team player. Supportive Assertive.
<b><u>DUTIES</u></b>	:	Develop, review and monitor the implementation of Health and Productivity Policy (eg, Protocol, guidelines and SOP's). Facilitate the establishment and operationalisation of the sick bay for the department. Conduct needs assessment and implement Health promotion programmes. Facilitate the communicable and non-communicable as well as mental health within the department. Compile monthly and quarterly reports for Health activities. Utilize human, material and physical resource efficiently and effectively.
<b><u>ENQUIRIES</u></b>	:	Ms M Tabane Tel No: (012) 312-7694